



Farmer's Market Application Information

The attached application must be submitted to:
City Treasury/License Office | 455 N. Main – 12th Floor | Wichita, KS 67202
316-268-4553

A **Farmer's Market** is an outdoor place or market area with a formalized location where more than one Kansas farmer or grower gathers to sell agricultural products they have grown or raised. Other activities and other sellers may be accommodated at the market, but the sale of agricultural products shall be the focal point of the market activity. Other products that may be sold would typically include dried flowers, plants, nursery products, crafts and handicrafts that are made in the home, original artwork and certain prepared foods as approved by the City of Wichita Environmental Services Department, such as baked goods, preserves, pickles and cheese.

A City of Wichita **Farmer's Market License** is required for operation of any Farmer's Market in the City of Wichita. A separate license is required for each location a Farmer's Market is held or conducted. A Farmer's Market license may be obtained by completing the Farmer's Market License Application and submitting the application to the City of Wichita Treasury/License Office, which will obtain required City reviews and approvals before issuing the license.

License applications may be submitted and issued on a weekly, monthly or seasonal (up to 7-months) basis with associated fees as follows: \$50 per week, \$75 per month and \$150 per season.

The applicant, the designated Farmer's Market Operator (the person responsible for running and managing the Farmer's Market), and ***the owner of the property or tenant in possession of the location*** on which the Farmer's Market will be conducted must sign the Farmer's Market License Application.

Note: The Farmer's Market Operator signature is only required if different from the applicant.

A Farmer's Market License shall be obtained prior to conduct of any outdoor Farmer's Market activity. A Farmer's Market License Application may serve as a "blanket" license application for any or all participating vendors qualifying as "transient merchants" under the Code of the City of Wichita. Application forms and other requirements for transient merchants included, as a part of a "blanket" Farmer's Market License application must be submitted with the Farmer's Market License application. Transient merchants not included in an initial Farmer's Market License Application shall separately obtain required City licenses prior to participation, unless the Market Operator provides the required information to the City and obtains City approval to add the vendors to the approved "blanket" Farmer's Market License.

If a Farmer's Market License Application will serve as a "blanket" license application and include transient merchants, the applicant must request the number of Transient Merchant applications needed, have each transient merchant vendor complete an individual application and submit those applications at the same time as the Farmer's Merchant License Application.



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General Information:

The City of Wichita may refuse any Farmer's Market License application submitted less than 10 days before the event or lacking requested information. Applications are subject to the approval of all departments involved and applicants will be required to provide the following:

Required information, included on Farmer's Market License Application:

- A brief description and listing of the type of business and sales activity to be conducted, and the types and mix of vendors who will participate in the Farmer's Market activities.
- Name, address, telephone number and written permission of the owner, or tenant in possession of the location described in the application, upon which the applicant intends to conduct the farmer's market operation and activities.
- If relevant to the Farmer's Market activity location, a signed statement from the property owner indicating there is adequate parking available at the site to support both the Farmer's Market and other permanent, on-going business activities on the site.

Required information to be attached to Farmer's Market License Application:

- A sketch or drawing of the proposed Farmer's Market site showing the location and approximate dimensions of the area being used, the proximity to buildings on the site, parking lot areas, an indication of the number of parking spaces that will be utilized for the Farmer's Market activity, the location and number of proposed structures, tents, stands and Farmer's Market general advertising signs and/or attention-getting devices (including maximum square foot dimensions), and the location of waste receptacles.
- A typed copy of the rules and regulations for the market must be submitted for review prior to issuance of the license.
- A typed list of the business names of each Transient Merchant to be included as part of a "blanket" Farmer's Market License.
- Proof of any required current sales tax license or exemption from sales tax from the State of Kansas for the Farmer's Market Operator and transient merchants, if included as part of a "blanket" Farmer's Market License application.
- Application information for all participating vendors that qualify as "transient merchants" under Chapter 3.95 of the Code of the City of Wichita, and are included as a part of a "blanket" Farmer's Market License Application. (Information must be submitted on a Transient Merchant License application form.

**FARMER'S MARKET LICENSE APPLICATION***Allow 10 days for processing – not transferrable.**Complete in triplicate.**Please use a separate form for each location.***Treasurer's Office 455 N. Main – 12th Floor Wichita KS 67202**
CITY LICENSE (316) 268-4553

Date _____

_____ \$ 50.00 per week – dates needed _____ Times of sale _____
_____ \$ 75.00 per month – dates needed _____ Times of sale _____
_____ \$150.00 per season – dates needed _____ Times of sale _____

_____ Individual Proprietorship

_____ Partnership

_____ Corporation

Indicate number of transient merchant vendors to participate in "blanket" application: _____ Transient Merchants

APPLICANT INFORMATION:

Name			Birth Date		
Permanent Address					
City, State and Zip			Phone	()	-
Mobile/Cell phone	()	-	Fax Number	()	-
E-mail Address					

I, _____, **Applicant**, within the two years prior to this application:

_____ have not been convicted of any felony

_____ was convicted of a felony. Attach the (1) nature of the offense, (2) city and state of the offense, and (3) punishment and penalty assessed.

Signature of Applicant_____
Date**FARMER'S MARKET OPERATOR INFORMATION: (Complete this box ONLY if different from Applicant information above)**

Name			Birth Date		
Permanent Address					
City, State and Zip			Phone	()	-
Mobile/Cell phone	()	-	Fax Number	()	-
E-mail Address					

Complete the information below for the following Farmer's Market Operator Company persons:

- If a corporation, the officers of the corporation
- If a partnership, association or other entity, the members of the partnership, association or entity.

If more space is needed, use the reverse side of this application or attach a separate piece of paper to this application.

Full Name				
Address				
City and State			Zip Code	

If a corporation, the name and permanent address of the registered agent or office:

Full Name				
Address				
City and State			Zip Code	

I, _____, **Farmer's Market Operator** of this Farmer's Market location, within the two years prior to this application:

_____ have not been convicted of any felony

_____ was convicted of a felony. Attach the (1) nature of the offense, (2) city and state of the offense, and (3) punishment and penalty assessed.

Signature of Farmer's Market Operator (required only if different from applicant)_____
Date

FARMER'S MARKET SITE OWNER (or tenant in possession of location) INFORMATION:

Name			Birth Date	
Permanent Address				
City, State and Zip			Phone	() -
Mobile/Cell phone	() -	Fax Number	() -	
E-mail Address				

I, _____, **site owner or tenant in possession** of this Farmer's Market location, being of lawful age, state that upon signing this application, I certify the information and answers I provide, herein contained, are true and accurate to the best of my knowledge, and that I will:

- Give permission for the Farmer's Market described in this application to occur at the designated location YES or NO
- Provide adequate parking, if relevant, to support the Farmer's Market and other permanent on-going business activities at the designated location YES or NO

Signature of Site Owner or Tenant in possession of the market location

Date

Farmer's Market Location Address/Description _____

General Description of Farmer's Market (name and nature of type of business to be conducted) _____

Will any prepared food be sold as part of the Farmer's Market? YES or NO

I, _____, the **Applicant**, and I, _____, the **Farmer's Market Operator** of this Farmer's Market (*if different from the applicant*), being of lawful age, do solemnly swear that I have read the contents of this application and that all information and answers herein contained are complete and true. In addition, I have read and understand all rules and regulations of Chapter 3.94 as set out in the Code of the City of Wichita. Furthermore, I hereby agree to comply with all of the laws of the State of Kansas, and all rules and regulations prescribed by the City of Wichita and I consent to the immediate revocation of my license, by the proper officials, for any violation of such laws, rules, or regulations.

Signature of Applicant

Date

Signature of Farmer's Market Operator (*if different from applicant*)

Date

FOR OFFICIAL USE ONLY

	Approved	Disapproved	Date
Central Inspection			
Police Records			
Environmental Services			
License Number		Date Issued	